

Human Resources Training Division

Training Schedule July - December 2015

2015

This schedule contains the standard courses offered by the HR Training Division. In addition to these published courses special training sessions may be arranged to meet departmental needs. The department coordinators may contact Dirk Essary at 862-4344 or make their request via email to him or the hrtrainingrequests.com mailbox.

Training Center located at 1417 Murfreesboro Pike



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HR Training Division - Information and Practices

DDC Classes:

Defensive Driving classes (DDC-6 and DDC-4) begin promptly at the scheduled time (8:15 a.m.). Those who are tardy may not be allowed entrance and may need to reschedule their session. Employees must bring their valid driver's license for admittance to DDC training. This is a requirement of the National Safety Council. Please note that DDC classes are **not** held in the traffic school section of the MSE building. Employees should enter on the south side of the building under the awning labeled "MAIN ENTRANCE".

Per Metro Ordinance, if an employee drives a Metro vehicle, or if the employee uses a personal vehicle for governmental business and claims mileage reimbursement, he / she must take Defensive Driving (DDC-6) initially, and complete DDC-4 every three years. *[Metro Ordinance 12.08.120 states ..."no person shall operate a vehicle, the operation of which is reimbursable...unless and until such person has completed the defensive driving course of the National Safety Council...and is in possession of proof of such completion".](#)*

Class size limits:

Most classes are limited to 35 while some are set for smaller groups. It is very important that those with direct access to the database scheduling follow these limits and not overbook the classroom seating. The limit is set to comply with safety guidelines for room use. Online class size is not limited to physical space and is not limited to 35 and generally kept to no more than 60 enrollees. Special exceptions may be accommodated by contacting the training division.

Inclement Weather Policy:

Classes are automatically cancelled when Nashville/Davidson County Schools are closed for snow or inclement weather. Check for school closings on local television channels. It is the responsibility of the employee to confirm with their department when they are registered for any make-up session. If schools are delayed due to weather the training classes will not delay and begin at scheduled time.

Registration for Courses:

Register for classes by sending an email to your departmental training coordinator. For those departments without training coordinators, your supervisor should send in the request to the HR Training Requests mailbox (hrtrainingrequests@nashville.gov). Employees must register for all classes in order to attend.

Training Center Location:

Metro Southeast is located at 1417 Murfreesboro Pike (Genesco Park). Enter the main driveway and pass the four-story building nearest Murfreesboro Pike. Parking is available to the right or left of the driveway. Enter the building through the south entrance under the awning that is marked "**Main Entrance**".

Mandatory Training includes Sexual Harassment Prevention, Substance Abuse, Diversity Awareness training and SANS Securing the Human (SANS). All employees (Non-supervisors and Supervisors) must complete these classes. Employees are required to complete retraining every four years.

♿ All entrances are accessible. If other accommodations are needed, contact Dirk Essary at 862-4344.



Training Schedule for 2015- July - December

New Hire Orientation

New Hire Orientations are scheduled through department HR Coordinators and take place on Mondays at Metro Southeast (MSE) at 1417 Murfreesboro Pike from 8:15 a.m. to 4:30 p.m.

Diversity Awareness Training

| | | | | | |
|------------------------------|-----------|-------|-------------|-----------------|------------|
| Diversity Awareness Training | Wednesday | 7/8 | 8:30A – 10A | Metro Southeast | Pennington |
| Diversity Awareness Training | Wednesday | 7/22 | 8:30A – 10A | Metro Southeast | Gilbert |
| Diversity Awareness Training | Wednesday | 8/5 | 8:30A – 10A | Metro Southeast | Pennington |
| Diversity Awareness Training | Wednesday | 8/19 | 8:30A – 10A | Metro Southeast | Gilbert |
| Diversity Awareness Training | Wednesday | 9/9 | 8:30A – 10A | Metro Southeast | Pennington |
| Diversity Awareness Training | Wednesday | 9/23 | 8:30A – 10A | Metro Southeast | Pennington |
| Diversity Awareness Training | Wednesday | 10/7 | 8:30A – 10A | Metro Southeast | Gilbert |
| Diversity Awareness Training | Wednesday | 10/21 | 8:30A – 10A | Metro Southeast | Gilbert |
| Diversity Awareness Training | Wednesday | 11/4 | 8:30A – 10A | Metro Southeast | Pennington |
| Diversity Awareness Training | Wednesday | 11/18 | 8:30A – 10A | Metro Southeast | Pennington |
| Diversity Awareness Training | Thursday | 12/10 | 8:30A – 10A | Metro Southeast | Gilbert |



Training Schedule for 2015- July - December

| Sexual Harassment Prevention for Non-Supervisors | | | | | |
|--|---------|-------|-----------|-----------------|------------|
| Sexual Harassment Prevention Non-supervisors | Tuesday | 7/14 | 8:30A-10A | Metro Southeast | Pennington |
| Sexual Harassment Prevention Non-supervisors | Tuesday | 7/28 | 8:30A-10A | Metro Southeast | Pennington |
| Sexual Harassment Prevention Non-supervisors | Tuesday | 8/11 | 8:30A-10A | Metro Southeast | Pennington |
| Sexual Harassment Prevention Non-supervisors | Tuesday | 8/25 | 8:30A-10A | Metro Southeast | Pennington |
| Sexual Harassment Prevention Non-supervisors | Tuesday | 9/15 | 8:30A-10A | Metro Southeast | Pennington |
| Sexual Harassment Prevention Non-supervisors | Tuesday | 9/29 | 8:30A-10A | Metro Southeast | Pennington |
| Sexual Harassment Prevention Non-supervisors | Tuesday | 10/13 | 8:30A-10A | Metro Southeast | Essary |
| Sexual Harassment Prevention Non-supervisors | Tuesday | 10/27 | 8:30A-10A | Metro Southeast | Essary |
| Sexual Harassment Prevention Non-supervisors | Tuesday | 11/10 | 8:30A-10A | Metro Southeast | Pennington |
| Sexual Harassment Prevention Non-supervisors | Tuesday | 11/24 | 8:30A-10A | Metro Southeast | Pennington |
| Sexual Harassment Prevention Non-supervisors | Tuesday | 12/9 | 8:30A-10A | Metro Southeast | Gilbert |

| Sexual Harassment Prevention - Supervisors | | | | | |
|--|-----------|-------|--------------|-----------------|------------|
| Sexual Harassment Prevention SUPERVISORS | Wednesday | 7/29 | 8:30A-10:30A | Metro Southeast | Pennington |
| Sexual Harassment Prevention SUPERVISORS | Wednesday | 8/26 | 8:30A-10:30A | Metro Southeast | Pennington |
| Sexual Harassment Prevention SUPERVISORS | Wednesday | 9/30 | 8:30A-10:30A | Metro Southeast | Pennington |
| Sexual Harassment Prevention SUPERVISORS | Wednesday | 10/28 | 8:30A-10:30A | Metro Southeast | Essary |
| Sexual Harassment Prevention SUPERVISORS | Thursday | 11/19 | 8:30A-10:30A | Metro Southeast | Pennington |



Training Schedule for 2015- July - December

| Substance Abuse Prevention for Non Supervisors | | | | | |
|--|-----------|-------|--------------|--------------------|------------|
| Substance Abuse training Non-supervisors | Tuesday | 7/14 | 10:30A-12P | Metro Southeast | Pennington |
| Substance Abuse training Non-supervisors | Tuesday | 7/28 | 10:30A-12P | Metro Southeast | Pennington |
| Substance Abuse training Non-supervisors | Tuesday | 8/11 | 10:30A-12P | Metro Southeast | Pennington |
| Substance Abuse training Non-supervisors | Tuesday | 8/25 | 10:30A-12P | Metro Southeast | Pennington |
| Substance Abuse training Non-supervisors | Tuesday | 9/15 | 10:30A-12P | Metro Southeast | Pennington |
| Substance Abuse training Non-Supervisors | Tuesday | 9/29 | 10:30A-12P | Metro Southeast | Pennington |
| Substance Abuse training Non-supervisors | Tuesday | 10/13 | 10:30A-12P | Metro Southeast | Essary |
| Substance Abuse training Non-supervisors | Tuesday | 10/27 | 10:30A-12P | Metro Southeast | Essary |
| Substance Abuse training Non-supervisors | Tuesday | 11/10 | 10:30A-12P | Metro Southeast | Pennington |
| Substance Abuse training Non-supervisors | Tuesday | 11/24 | 10:30A-12P | Metro Southeast | Pennington |
| Substance Abuse training Non-supervisors | Tuesday | 12/9 | 10:30A-12P | Metro Southeast | Pennington |
| Substance Abuse Prevention – Supervisors | | | | | |
| Substance Abuse Training SUPERVISORS | Wednesday | 7/15 | 8:30A-11:30A | Metro Southeast | S. Cain |
| Substance Abuse Training SUPERVISORS | Wednesday | 8/12 | 8:30A-11:30A | Metro Southeast | S. Cain |
| Substance Abuse Training SUPERVISORS | Wednesday | 9/16 | 8:30A-11:30A | Metro Southeast | S. Cain |
| Substance Abuse Training SUPERVISORS | Wednesday | 10/14 | 8:30A-11:30A | Metro Southeast | S. Cain |
| Substance Abuse Training SUPERVISORS | Wednesday | 11/11 | 8:30A-11:30A | Metro Southeast | S. Cain |



Training Schedule for 2015- July - December

** DDC-6 and DDC-4 contain information, statistics, and images that some may find difficult to review, especially if they, a family member or friend have been involved in an automobile accident within the last 6 months. When scheduling an employee for this course, please consider this fact so not to cause undue stress.

| DDC - 6 | | | | | |
|--------------------------|---------|-------|-------------|-----------------|------------|
| DDC6 – Defensive Driving | Tuesday | 7/7 | 8:15A-4:00P | Metro Southeast | Pennington |
| DDC6 – Defensive Driving | Tuesday | 7/21 | 8:15A-4:00P | Metro Southeast | Gilbert |
| DDC6 – Defensive Driving | Tuesday | 8/4 | 8:15A-4:00P | Metro Southeast | Pennington |
| DDC6 – Defensive Driving | Tuesday | 8/18 | 8:15A-4:00P | Metro Southeast | Pennington |
| DDC6 – Defensive Driving | Tuesday | 9/8 | 8:15A-4:00P | Metro Southeast | Gilbert |
| DDC6 – Defensive Driving | Tuesday | 9/22 | 8:15A-4:00P | Metro Southeast | Pennington |
| DDC6 – Defensive Driving | Tuesday | 10/6 | 8:15A-4:00P | Metro Southeast | Watkins |
| DDC6 – Defensive Driving | Tuesday | 10/20 | 8:15A-4:00P | Metro Southeast | Gilbert |
| DDC6 – Defensive Driving | Tuesday | 11/3 | 8:15A-4:00P | Metro Southeast | Watkins |
| DDC6 – Defensive Driving | Tuesday | 11/17 | 8:15A-4:00P | Metro Southeast | Pennington |
| DDC6 – Defensive Driving | Tuesday | 12/8 | 8:15A-4:00P | Metro Southeast | Gilbert |



Training Schedule for 2015- July - December

| DDC-4 | | | | | |
|---|--------|-------|--------------|--------|------------|
| All DDC4 ONLINE classes enrollment is not limited to regular classroom size. MSE classes are limited to 35. | | | | | |
| DDC4 – Defensive Driving Refresher | Friday | 7/17 | 8:15A–12:30P | MSE | Gilbert |
| DDC4 – Defensive Driving Refresher | Friday | 7/31 | 8:15A–12:30P | ONLINE | ONLINE |
| DDC4 – Defensive Driving Refresher | Friday | 8/14 | 8:15A–12:30P | MSE | Pennington |
| DDC4 – Defensive Driving Refresher | Friday | 8/28 | 8:15A–12:30P | ONLINE | ONLINE |
| DDC4 – Defensive Driving Refresher | Friday | 9/18 | 8:15A–12:30P | MSE | Pennington |
| DDC4 – Defensive Driving Refresher | Friday | 9/25 | 8:15A–12:30P | ONLINE | ONLINE |
| DDC4 – Defensive Driving Refresher | Friday | 10/16 | 8:15A–12:30P | MSE | Gilbert |
| DDC4 – Defensive Driving Refresher | Friday | 10/30 | 8:15A–12:30P | ONLINE | ONLINE |
| DDC4 – Defensive Driving Refresher | Friday | 11/20 | 8:15A–12:30P | MSE | Gilbert |
| DDC4 – Defensive Driving Refresher | Friday | 12/18 | 8:15A–12:30P | ONLINE | ONLINE |



Training Schedule for 2015- July - December

| MEPD – General Interest Courses | | | | | |
|---|-----------|-------|--------------|-----------------|--------------|
| EAP –Cube Etiquette | Tuesday | 7/21 | 8:30A-10:30A | Metro Southeast | EAP Provider |
| EAP – Time Management | Tuesday | 8/18 | 8:30A-10:30A | Metro Southeast | EAP Provider |
| EAP – Emotional Wellness | Tuesday | 9/15 | 8:30A-10:30A | Metro Southeast | EAP Provider |
| EAP – Creative Problem Solving | Tuesday | 10/20 | 8:30A-10:30A | Metro Southeast | EAP Provider |
| EAP – Holiday Stress Management | Tuesday | 11/17 | 8:30A-10:30A | Metro Southeast | EAP Provider |
| EAP – Walking the Tightrope: Work/Life Balance | Tuesday | 12/15 | 8:30A-10:30A | Metro Southeast | EAP Provider |
| Financial Empowerment | Friday | 7/17 | 9:00A-11:00A | Metro Southeast | FEC Rep |
| Financial Empowerment | Friday | 8/28 | 9:00A-11:00A | Metro Southeast | FEC Rep |
| Financial Empowerment | Friday | 10/9 | 9:00A-11:00A | Metro Southeast | FEC Rep |
| Financial Empowerment | Friday | 11/13 | 9:00A-11:00A | Metro Southeast | FEC Rep |
| Records Management | Wednesday | 9/23 | 8:30A-11:00A | Metro Southeast | R. Williams |
| Budgeting | Friday | 7/10 | 11:00A-12:00 | Sonny West RM | VOYA |
| VOYAge into the Future: First 5 Yrs of employment | Friday | 7/31 | 8:30 – 10:30 | Metro Southeast | VOYA/HR |
| Investor Behavior | Friday | 9/4 | 11:00A-12:00 | Sonny West RM | VOYA |
| VOYAge into the Future: First 5 Yrs of employment | Friday | 10/30 | 8:30 – 10:30 | Metro Southeast | VOYA/HR |
| The Drop | Friday | 11/6 | 11:00A-12:00 | Sonny West RM | VOYA |



Training Schedule for 2015- July - December

| MEPD – Retirement Planning ***Class size limited to 20 participants*** | | | | | |
|--|----------|-------|-----------|-----------------|--------|
| Retirement - 5 Years Out | Thursday | 7/23 | 8:30A-11A | Metro Southeast | Bowles |
| Retirement - 5 Years Out | Thursday | 8/20 | 8:30A-11A | Metro Southeast | Bowles |
| Retirement - 5 Years Out | Thursday | 9/24 | 8:30A-11A | Metro Southeast | Bowles |
| Retirement - 5 Years Out | Thursday | 10/22 | 8:30A-11A | Metro Southeast | Bowles |
| Retirement - 5 Years Out | Thursday | 11/19 | 8:30A-11A | Metro Southeast | Bowles |



Training Schedule for 2015- July - December

| Metro Management Institute – Series Course Schedule | | | | | |
|--|----------|-------|--------------|-----------------|---------------|
| Class 1: Employment Law & Policy | Thursday | 7/9 | 8:30A-12:30P | Metro Southeast | S. Cain |
| Class 1: Employment Law & Policy | Thursday | 9/10 | 8:30A-12:30P | Metro Southeast | S. Cain |
| Class 2: Workplace Safety | Thursday | 7/16 | 8:30A-12:30P | Metro Southeast | S. Cain |
| Class 2: Workplace Safety | Thursday | 9/17 | 8:30A-12:30P | Metro Southeast | S. Cain |
| Class 3: Management from a Different Perspective | Thursday | 7/23 | 8:30A-12:30P | Metro Southeast | D. Essary |
| Class 3: Management from a Different Perspective | Thursday | 9/24 | 8:30A-12:30P | Metro Southeast | D. Essary |
| Class 4: Leadership Communication | Thursday | 7/30 | 8:30A-12:30P | Metro Southeast | M. Gilbert |
| Class 4: Leadership Communication | Thursday | 10/1 | 8:30A-12:30P | Metro Southeast | M. Gilbert |
| Class 5: Generations in the Workplace | Thursday | 8/6 | 8:30A-12:30P | Metro Southeast | M. Gilbert |
| Class 5: Generations in the Workplace | Thursday | 10/8 | 8:30A-12:30P | Metro Southeast | M. Gilbert |
| Class 6: Performance Management & Documentation | Thursday | 8/13 | 8:30A-12:30P | Metro Southeast | D. Essary |
| Class 6: Performance Management & Documentation | Thursday | 10/15 | 8:30A-12:30P | Metro Southeast | D. Essary |
| Class 7: Conflict Management | Thursday | 8/20 | 8:30A-12:30P | Metro Southeast | T. Pennington |
| Class 7: Conflict Management | Thursday | 10/22 | 8:30A-12:30P | Metro Southeast | M. Gilbert |
| Class 8: Customer Service in Government | Thursday | 8/27 | 8:30A-12:30P | Metro Southeast | J. Madden |
| Class 8: Customer Service in Government | Thursday | 10/29 | 8:30A-12:30P | Metro Southeast | J. Madden |
| Boards / Commission Member Training (Exec. Order #10) This course can be completed online via the Metro Clerk website, by CD, or classroom session. | | | | | |
| B/C – Harassment and Diversity | Friday | 7/10 | 3:00 – 4:00 | Metro Southeast | D. Essary |
| B/C – Harassment and Diversity | Friday | 10/2 | 3:00 – 4:00 | Metro Southeast | D. Essary |



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